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The document, prepared by the U.S. Office of Economic Opportunity, describes the Upward Bound program of talent development to prepare low-income youth for college. Policy guidelines and application instructions are presented under the rubrics of the applicant agencies, the Upward Bound student target population, and the academic institution (its commitment and programs). Upward Bound is described in terms of curriculum and educational goals, staff, nondiscriminatory requirements, policy on religious activities, and relationship to other public and private resources. A major part of the document consists of details on how to apply for an Upward Bound grant. (NH)

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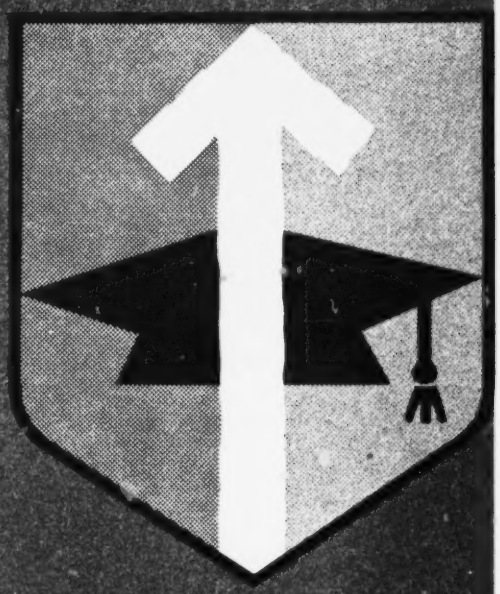
GUIDELINES



UPWARD BOUND

1967-1968

UD 007 839

Materials and Research Branch
Equal Educational Opportunities Program
Office of Education

OFFICE OF ECONOMIC OPPORTUNITY

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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U P W A R D B O U N D

A Program to Help Youth from Low-Income Families Achieve a College Education

POLICY GUIDELINES AND APPLICATION INSTRUCTIONS

EQUAL EDUCATIONAL OPPORTUNITIES
PROGRAM COLLECTION

UD 007 839

Community Action Program

OFFICE OF ECONOMIC OPPORTUNITY

Washington, D.C.

October, 1966

One of America's greatest wastes occurs when capable young people who could succeed in college never attend because of the psychological, social, and physical conditions of poverty backgrounds. This waste is especially cruel when we remember that more than ever before, higher education holds the key to so many jobs in the future.

No one knows how much talent is lost to the nation because of poor performance during the formative years of a youngster's education. UPWARD BOUND is designed to cut into this waste and to see if substantial numbers of potentially successful youngsters can profit from a real chance at a higher education.

We invite your ideas and your proposals on how best to provide that chance.

Sargent Shriver
Director
Office of Economic Opportunity

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INTRODUCTION TO UPWARD BOUND GUIDELINES

Poverty can condition a young person's attitude in very special ways. It can force him to view his educators as irrelevant, or authoritarian or even oppressive. It can so debilitate his energies that regardless of his aspirations, success in education just doesn't seem worth the try. It can compel him to drop his education and get into a paying job so as to merely support his personal needs or the needs of his family. Above all, poverty can so limit his vision that the real benefits of a higher education are simply not imaginable to him.

We in the Office of Economic Opportunity join other institutions in the nation, both public and private, in trying to find remedies for what Sargent Shriver has called this "great waste of talent." But the Office of Economic Opportunity cannot provide a higher education for anybody. Only the academic institutions can do that. Our responsibility is to encourage these institutions to propose effective methods to induce college-capable young people, not now headed toward higher education, to shift gears and get on a "college track."

We urge you to tax your imagination as to how we should meet our responsibilities to these young Americans. At stake is the future of a great number of youngsters hobbled by the oppressions of poverty. OEO has the job of responding to the special needs of such young people, but it can do little without imaginative and effective proposals from you.

You should be aware of OEO's plans for processing UPWARD BOUND proposals. We have a contract with Educational Projects, Incorporated, a group of distinguished educators, to assist OEO in the development and evaluation of programs.

EPI and its panels of outside educators will make no decisions on proposals, of course, as the law places this responsibility on OEO. We have established a fine working relationship with EPI and you should plan to deal with them in the formation and implementation of UPWARD BOUND programs.

Dr. Richard T. Frost, Director
UPWARD BOUND
Community Action Program
Office of Economic Opportunity

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UPWARD BOUND GUIDELINES

1967-1968

I. STATEMENT OF PURPOSE

A. General. UPWARD BOUND is a pre-college preparatory program designed to generate the skills and motivation necessary for success in education beyond high school among young people from low-income backgrounds and inadequate secondary school preparation. It acts to remedy poor academic preparation and personal motivation in secondary school and thus increase a youngster's promise for acceptance and success in a college environment.

B. Projects Funded in 1966. Begun on a national basis in June 1966, UPWARD BOUND programs were supported by OEO for a first year at 215 colleges, universities, and residential secondary schools. These 215 academic institutions in 47 states, the Virgin Islands, Puerto Rico, and Guam, in turn committed themselves to serve 20,000 youngsters most of whom had completed the tenth and eleventh grades. Almost all of these UPWARD BOUND students were residents on college, university, and secondary school campuses for six to eight weeks in the summer of 1966. During the academic year the UPWARD BOUND institutions continue to meet the students through classes on Saturdays, tutorial sessions with college tutor-counselors, and through periodic cultural enrichment programs. In administering these programs, academic institutions have used a wide variety of teaching techniques.

Although it is not yet possible to list all of the attributes of a successful UPWARD BOUND program, there are certain characteristics that appear common to the effective motivation and education of UPWARD BOUND students. These include:

1. development of significant working relationships among secondary schools, colleges and universities, and the community at large;

2. involvement of imaginative and flexible teachers and other staff persons who bring to UPWARD BOUND a willingness to involve the student directly in decisions about his own education;

3. provision for close and substantial individual student-teacher contact;

4. effective use of college and university students as tutor-counselors both in the summer phase of the program and in the academic year follow-up;

5. involvement of many resource and non-professional persons from the local communities;

6. willingness to engage the student as partners in learning and less reliance on directive teaching and on testing;

7. an important emphasis on educational goals other than the strictly academic, including activities designed to develop abilities to organize, to persuade, and to cooperate;

8. recognition by the sponsoring institution of this unusual chance to increase its skills in teaching students -- of whatever kind.

C. Programs. The typical UPWARD BOUND program in 1966-1967 is offered by an educational institution combining secondary school and college teachers as faculty, making use of the physical facilities of a college campus for the students, and utilizing the experience and energies of college and university students as tutors. The 215 institutional programs operating in 1966 indicate:

1. that a student with a normal, functional intelligence can, with special encouragement and increased motivation, succeed in a college or, if appropriate, in other forms of post-secondary education;

2. that a major feature of such success is a student's sense that somebody personally cares about him;

3. that, for success, most UPWARD BOUND students need a sharply improved self image;

4. that in order not to lose the "ripple effect" of an UPWARD BOUND project, local school systems must be effectively engaged;

5. that the curriculum materials, and teaching methods in an UPWARD BOUND program are more effective when they do not directly parallel those normally offered in a high school;

6. that for educational reasons each group of students should be diverse with regard to background and race and that programs with genuine respect for this diversity are especially effective;

7. that a sizable cluster of students from a few secondary schools is educationally preferable to a handful of students from a larger number of schools;

8. that the academic year portion of the program is of equal importance to the summer program;

9. that programs with built-in capability for quick change, in learning, scheduling, and interpersonal relationships, are superior.

II. THE APPLICANT AGENCIES

The following types of applicants are eligible to apply for an UPWARD BOUND grant:

1. any recognized Community Action Agency (CAA), with one or more accredited* academic institutions as delegate agencies;

2. any accredited* four-year college or university, public or private;

3. a consortium of two or more accredited* colleges and/or universities, provided clear administrative responsibility rests with a single institution;

4. any state-accredited or regionally accredited* secondary school, public or private, with the capability of providing residential facilities for the summer phase of a full-year UPWARD BOUND project;

5. any accredited* two-year college, public or private, which has the capability of providing residential facilities for the summer phase of a full year UPWARD BOUND project.

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* Accreditation by one of the following associations is necessary:

New England Association of Colleges and Secondary Schools
Middle State Association of Colleges and Secondary Schools, Commission of Institutions of Higher Education
North Central Association of Colleges and Secondary Schools, Commission on Colleges and Universities
Northwest Association of Secondary and Higher Schools, Commission on Higher Schools
Southern Association of Colleges and Schools
Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities and Accrediting Commission for Junior Colleges

An eligible accredited institution must offer a liberal arts and general curriculum. Provisionally accredited academic institutions are not eligible to submit proposals. Exceptions may be made if the applicant is an institution of higher education, and if the applicant is not located within 100-miles of a regionally accredited institution offering a liberal arts and general curriculum.

III. THE UPWARD BOUND STUDENT

A. Target Group. The UPWARD BOUND student is a young person with academic potential who because of his poverty background has not had the motivation or preparation to use or demonstrate this potential. Typically this student may be apathetic or even hostile because he comes from a disadvantaged environment unable to help him release his real talent, or he has shunned meaningful educational pursuits because of inadequate school experiences. The UPWARD BOUND boy or girl is one for whom post-secondary education seems possible given experiences and instruction necessary to overcome earlier obstacles. Without this kind of experience these students would not have considered post-secondary education, or might even have dropped out of high school.

B. Income Criteria. Students who meet the selection criteria above and are to be financed by OEO must be from families whose annual incomes meet the poverty criteria set forth below.

1. The following income levels must be met by at least 90%, repeat 90%, of the OEO-financed UPWARD BOUND students:

(A)

Non-Farm Families		Farm Families	
No. persons in family	Dollars	No. persons in family	Dollars
1	$1,500	1	$1,050
2	2,000	2	1,400
3	2,500	3	1,750
4	3,000	4	2,100
5	3,500	5	2,450
6	4,000	6	2,800
7	4,500	7	3,150
8	5,000	8	3,500
9	5,500	9	3,850
10	6,000	10	4,200
Above 10 - add $500 for each additional member		Above 10 - add $350 for each additional member	

2. Up to 10% of the OEO-financed UPWARD BOUND students may come from families with the following incomes:

(B)

Non-Farm Families		Farm Families	
No. persons in family	Dollars	No. persons in family	Dollars
1	$2,000	1	$1,500
2	3,000	2	1,900
3	3,500	3	2,300
4	4,000	4	2,600
5	4,500	5	3,000
6	5,000	6	3,400
7	5,500	7	3,800
8	6,000	8	4,200
9	6,500	9	4,600
10	7,000	10	5,000
Above 10 - add $500 for each additional member		Above 10 - add $400 for each additional member	

3. The OEO income requirement is satisfied if the prospective student lives in federally supported public housing.

4. Students may be selected for UPWARD BOUND whose family income is higher than those in 1 and 2 above if there is serious mismanagement of family income and little if any of such income accrues to the benefit of the student. In such cases, the applicant or delegate academic institution must obtain written testimony from a reliable third party that serious mismanagement of a family's income does exist and works a significant hardship on the prospective UPWARD BOUND student.

5. Students from families on welfare are deemed to have met OEO's income criteria.

Institutions wishing to enroll additional students whose income levels do not meet these criteria are encouraged to obtain funds from other public or private sources.

Such additional students will serve to diversify the backgrounds of the UPWARD BOUND group and may thereby enhance the educational program.

C. Service Focus. UPWARD BOUND will focus on students completing the tenth and eleventh grades. However, for areas or among particular groups of students showing severe drop-out rates at an earlier age, UPWARD BOUND will consider proposals reflecting the need for intervention at the eighth and ninth grade levels.

OEO wishes to make it entirely clear that, once a program begins, institutions must be prepared to work with the UPWARD BOUND students through the secondary school years and to compose UPWARD BOUND programs in subsequent years for these students. Institutions funded in 1966 for post-tenth grade students are expected to provide these students with UPWARD BOUND programs through the summer following their twelfth grade. OEO feels that, in general, programs for new students who have graduated from high school do not allow sufficient time to work with the types of students sought.

It is expected that at least 80 per cent of the students to be financed by OEO will be from areas served by an approved Community Action Agency (CAA).

D. Recruitment. An applicant institution will be expected to use a wide variety of recruitment sources. Individual classroom teachers, guidance officers, school principals, and high school students are natural sources of referrals. However, recruitment should not be limited to referrals from secondary schools only. In many instances the youngster who can benefit from UPWARD BOUND may be found only after careful and thorough direct canvassing of the pockets of poverty in both urban and rural settings. OEO will require the applicant to show evidence that it sought students through a varied recruitment program, including referrals from present UPWARD BOUND students, cooperation with CAA's, neighborhood visits, Youth Opportunity Centers, VISTA Volunteers, Neighborhood Youth Corps, juvenile court officers, settlement houses, churches, and other community organizations. To make further education possible for Job Corps members who

can benefit from UPWARD BOUND, OEO has arranged that they may participate in the program and continue their education. OEO urges applicants to contact nearby Job Corps centers as sources for UPWARD BOUND students.

E. Selection. Students selected for UPWARD BOUND shall be those who have potential for success in college or other post-secondary education, but whose present level of achievement and/or motivation would seem to preclude their acceptance in a college, university, or other post-secondary institution. OEO expects that the academic institution, in its effort to bring students permanently out of poverty, will select a considerable number of students who are academic risks in the conventional sense.

Recommendations from persons who know the applicant and intuitive judgments by these and other persons are as important for selection as patterns of grades and test scores. Applicant institutions should make it possible for individual students to make application to an UPWARD BOUND program, as the mere formality of institutional recommendations may disuade applicants from seriously considering an UPWARD BOUND program. While a moderate amount of testing after admission to an UPWARD BOUND project is permissible, testing for admission is discouraged.

F. General Area of Services. It is important that colleges with UPWARD BOUND programs work closely with the secondary schools from which the students come. An UPWARD BOUND project should therefore serve an area close enough to provide convenient working relationships with local schools. In any case, a project should generally serve areas which are not more than 50 miles from the campus at which students will reside for the summer, although exceptions to this principle will be permitted when circumstances so dictate. While many projects may serve more than one community, an attempt to serve too many and/or too distant communities may reduce opportunities for a significant group of students to come from any single high school and, in addition, make follow-up efforts much less effective. Having a sizable cluster of students returning to a single school is very important. Both in the summer portion of a program and in the academic year follow-up, a cluster of students should

gain a common core of experience to share with one another and with their school classmates.

G. Relationships to Community Action Agencies. One of the most promising devices for identification of UPWARD BOUND students is the large number of local community action agencies which are a part of the OEO-administered Community Action program. The academic institutions must work closely with these groups. The benefits of such cooperation include opportunities for academic institutions and CAA's to establish a significant dialogue. Both have much to gain from such a relationship.

These Guidelines provide some direction toward achieving this relationship, including a requirement that each educational institution operating an UPWARD BOUND project establish a Public Advisory Committee consisting of people from the institution, from the local CAA, secondary schools, civic leaders, and most important, residents of the target neighborhoods from which UPWARD BOUND students come. These residents shall be persons who, themselves, meet the OEO poverty criteria. Such a group can be of central help, particularly in nominating youngsters who fit UPWARD BOUND selection criteria and in building effective follow-up assistance after these youngsters have experienced a summer UPWARD BOUND project.

In order to establish an effective involvement with relevant CAA's, OEO requires that, prior to submission of an application, an appraisal of the proposed program be obtained from all approved CAA's in communities from which the students are to be selected. (See "checkpoint" procedure on page 24.)

As in 1966, UPWARD BOUND grants will not be charged against the CAA's 1967 guideline allotments. The extent of this involvement with CAA's should be entirely clear. The academic institutions retain exclusive jurisdiction over decisions pertaining to program curriculum and UPWARD BOUND staff. While CAA's should be involved in helping to identify potential UPWARD BOUND students,

admission to and discharge from an UPWARD BOUND project shall be determined by the educational institution.

H. Health. It is a requirement that academic institutions provide necessary health services for UPWARD BOUND students, many of whom have not previously had sufficient care, and the absence of which has had a negative effect on attitudes toward and capacity for learning.

If the institution normally provides for these services to its student body upon payment of a health service fee, such fee may be included in the budget. To the extent that such services are not included in the institution's health plan, they may be budgeted separately. Institutions can expect health costs to be noticeably higher for UPWARD BOUND students than those normally encountered among college students.

OEO expects that grantees will arrange for or provide diagnostic services which will produce information on the medical and dental needs of UPWARD BOUND students.

Enrollees who have medical or dental deficiencies which significantly affect their performance as UPWARD BOUND students should be promptly treated.

Costs of such treatment should be met by in-kind professional services at the local level, where readily available, and/or from UPWARD BOUND budgets. Applicants are urged to avail themselves of free state and local medical facilities such as are provided for low-income persons in Title 19 of the "Medicare Bill."

I. Composition of Student Group Selected. In a multi-racial world and nation, no factor is more important to the achievement of the goals of UPWARD BOUND than quality integrated education. Every applicant must indicate in its proposal the intended racial composition of the group it proposes to select.

OEO will give consideration to programs for girls only or boys only, if the normal student body of the institution is wholly men or wholly women. However, a particular

effort should be made to obtain an equal number of girls and boys in the programs, especially from among groups which show a pattern of more female enrollment and retention in educational institutions. Colleges which have historically had a larger female than male enrollment will be expected to enroll males and females in essentially equal proportions in their UPWARD BOUND class.

J. Parental Involvement. Applicant institutions should make every effort to involve the parents in the important educational experiences their youth undertake. Such involvement may include on-campus visits in the summer to observe UPWARD BOUND activities, representative membership on the UPWARD BOUND Advisory Committee, and visits by project personnel to the homes of the students to discuss the educational development or post-secondary school plans of the UPWARD BOUND student. Applicants may make budget requests to meet costs appropriate to these purposes.

IV. THE ACADEMIC INSTITUTION

A. Institutional Commitment. In administering an UPWARD BOUND grant, an academic institution should bear in mind the basic interest of OEO in this program. That interest is to provide an effective educational route out of poverty. UPWARD BOUND programs are not thought of as "summer schools" merely complementing regular academic school programs, but rather as programs in which basic academic attitudes are developed in a setting of close teacher-student contact, with a faculty of college and secondary school teachers, and also persons whose main vocation may not be teaching but whose special skills are important to the student and who have a willingness to explore the use of other than standard materials and teaching methods.

A genuine commitment to UPWARD BOUND on the part of an academic institution's administration and faculty is essential. To demonstrate this commitment, in proposing an UPWARD BOUND program an applicant should provide for the following:

1. Academic Policy Group. Such an institutional UPWARD BOUND academic policy group should be broadly representative of the academic institution's own competences. This committee should include representatives of several schools and/or departments, including members of the liberal arts faculty and important representation from the administration. Representation from the regular student body on such a group would be desirable. In development of curriculum, of program, and of administrative support, such a committee can be of great value to a Project Director and his staff as well as to the UPWARD BOUND students. The policy group shall be involved with the planning as well as implementation of UPWARD BOUND projects. OEO expects that proposals will represent the varied competencies of an academic institution rather than single departments or schools within universities.

2. Campus Facilities. The physical facilities of an institution for UPWARD BOUND such as classrooms, dormitories, informal lounges, recreation rooms, and offices for staff members should be provided in the same quality and availability as they are for the regular faculty and student body. Sharing of the facilities and subsequent communication between the regular staff and student body and the UPWARD BOUND staff and student body have a positive educational effect and should be encouraged. In this regard, OEO discourages special identification on campus of UPWARD BOUND students.

3. Staff. UPWARD BOUND staff should be persons with demonstrated sensitivity to and respect for the kinds of students to be enrolled in UPWARD BOUND. An institution should demonstrate its own commitment to UPWARD BOUND by inclusion of members of its regular teaching faculty in the UPWARD BOUND teaching staff. In its proposal an applicant must show the intended racial composition of the staff, including teachers, tutor-counselors, and non-professionals.

4. Guidance on Post-Secondary Education. The academic institution should indicate the extent of its commitment to the UPWARD BOUND students by showing the kinds

of advising on post-secondary education it will provide, especially in locating finances for higher education for these students. Such advising and assistance in obtaining financial assistance become major responsibilities of academic institutions as the students approach completion of secondary school.

5. Secondary School-College Relations. An institution of higher education should indicate the nature and extent of its cooperation with secondary schools by the inclusion of high school teachers in its UPWARD BOUND faculty, by inclusion of secondary school personnel in the UPWARD BOUND Advisory Committee, and by development of continuing cooperation with secondary school personnel, particularly in the academic year follow-up of the UPWARD BOUND program.

6. Public Advisory Committee. An effective relationship with the target group and the community served by an UPWARD BOUND program should be developed through an UPWARD BOUND Public Advisory Committee. The sponsoring academic institution should take the initiative in creating such a Committee. This Committee can serve to assist in identification of potential students, developing community interest and support for the UPWARD BOUND program, and as a source of ideas and information for the sponsoring institution. It is through the active involvement of this Committee that OEO's statutory mandate of "maximum feasible participation" of members of the target groups served is met. The UPWARD BOUND Public Advisory Committee may include but not be limited to parents of UPWARD BOUND students, members of the participating CAA's, civic and educational leaders in the community, and the representatives of the sponsoring institution's own staff. The inclusion of college undergraduates as Advisory Committee members is a most effective way of demonstrating an institution's full involvement in the UPWARD BOUND program. In this regard, the Public Advisory Committee can serve to generate community

support, including contributions of equipment, clothing, and other elements of importance to the UPWARD BOUND program. An applicant must show in its proposal the composition, role, and racial make-up of its Public Advisory Committee. The Advisory Committee must be active in all phases of the project, from initial planning of the proposal through its implementation.

B. Residential Programs. The programs funded in 1966 indicated the particular benefits of on-campus residence; OEO will give preference to UPWARD BOUND proposals that involve residential summer programs. Non-residential programs will, however, be considered.

C. Academic Institutions and Religious Activities. All UPWARD BOUND projects must be conducted on a completely non-sectarian basis. Projects will be subject to certain special conditions to meet prohibitions against any selection on the basis of religion, teaching of religion, religious proselytization, or required religious worship.

V. THE UPWARD BOUND PROGRAM

A. Curriculum. The content of the curriculum is designed by the educational institution. Because UPWARD BOUND is a full-year program, the academic year portion of the program is as important as the more concentrated summer phase. OEO, in reviewing proposals, will give equal attention to the winter program and the on-campus summer program. The curriculum for both phases should be developed to provide the intellectual qualities and the attitudes necessary for success in post-secondary education. It should aim, therefore, to develop critical thinking, effective expression, and positive attitudes toward learning.

Students whose motivation toward learning is already low or non-existent are unlikely to change their attitudes if the curriculum and academic climate is similar to what they have rejected. If they have not been "reached" by lectures, by lack of opportunities to express freely their own ideas, by an overemphasis on facts, by dull text books or work books, or tedious drill, by a repetition of the same material, it is imperative for an UPWARD

BOUND program to offer them first-rate material which is at the same time exciting and relevant to them. To do this requires original and creative thinking and planning flexibility on the part of teachers and a willingness to try new material, new ideas, and new ways of provoking student interest.

UPWARD BOUND students returning for a second year may need a curriculum different, at least in part, from that offered new students. This may even include access to regular college courses.

B. Other Educational Goals. Applicants shall propose, in addition to academic components, activities which will enhance the personal effectiveness of the students and provide opportunities of the application of learning experiences to life experiences. Such activities might include self-government, a student newspaper, student services to others (tutoring younger school pupils or other neighborhood activities).

Cultural programs, including field trips to important historic, artistic, or cultural places in nearby areas, shall be a part of every project.

Recreational and physical activities should be part of every UPWARD BOUND project. Group activities (soccer, softball, etc.) should be augmented by individual recreational or physical activities (swimming, tennis, chess, etc.) to provide introduction to life-long recreational pursuits.

C. Staff

1. Project Director. The Project Director should be a regular member of the proposing academic institution's faculty and should be integrally involved in both the planning and the implementation of the project. Whenever possible, the Project Director should be a person who has had experience with or demonstrated sensitivity to and respect for the type of student to be enrolled in the UPWARD BOUND project. In order to provide a substantial academic year

program, OEO prefers that in addition to ful
status during the summer component for the P
Director or Associate Director, administrati
the project be vested in a substantially ful
professional person during the academic year

2. Teaching Staff. The teaching staff must i
both college and secondary school faculty.
teachers should be selected on the basis of
experience with and/or demonstrated sensiti
and respect for the kinds of students to be
in UPWARD BOUND projects. A significant pr
of the UPWARD BOUND teaching staff should b
of the regular teaching faculty of the prop
institution. Staff may include an Assistan
Director, specialists in such fields as art
film, reading, speech or recreation, on a f
part-time basis. While teachers from secon
schools and the colleges may be the most ap
applicants should bear in mind the special
tions in certain areas which can be made by
Corps returnees, VISTA Volunteers, undergra
graduate students, youth workers, and the l
Appropriate staff should be available to ea
to work with students who have heretofore r
negatively to conventional social and/or ed
environment. Neighborhood or youth workers
experience in working with such youngsters
as dormitory counselors or as dormitory hea
addition, staff should be available to work
students who appear to suffer from psychol
difficulties.

3. Tutor-Counselors. Each UPWARD BOUND prog
include tutor-counselors who are students f
or without the sponsoring institution. The
programs indicated the importance of tutors
special ability to establish rapport with U
BOUND students. Frequently, such rapport w
edly enhanced by the use of tutors from rac
ethnic groups represented by the UPWARD BOU

Tutors should live in the dormitories with
dents. While OEO would discourage the prac

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tutors may be permitted to take no more than one course on campus in the institution's own summer session.

Institutions of higher education are encouraged to employ students who are eligible for Work-Study funds under the Higher Education Act of 1965. UPWARD BOUND funds may be used as the grantee's 10% share for students working in UPWARD BOUND.

4. Other Supporting Staff. Other supporting staff should include professionals or non-professionals from the community from which the students are selected. When feasible, OEO prefers that for non-professional positions priority be given to residents of the area from which students come. CAA's are a prominent source for the nomination of such persons.

   Proposals may include provisions for specialized consultants, where necessary.

   Applicants should indicate the intended racial make-up of UPWARD BOUND staffs.

   The ratio of students to staff should be appropriate to the special needs of the particular project and its students. Such ratios should evolve from a clear understanding of the nature of an UPWARD BOUND class where maximum student participation is of importance and where class-student-teacher interchange is in marked contrast to the normal school experience. In the highly personal atmosphere of the UPWARD BOUND program lies the key to the educational experience which the project is designed to generate.

   This same student-teacher or student-tutor interchange is equally important in the academic year portion of the project. Review panels will be critical of student-staff ratios, if notably high or low.

   Provisions should be made for appropriate staff orientation prior to the students' arrival on campus.

Budget requests for financing such orientation up to no more than five days immediately prior to the beginning of the program may be included in proposals.

D. Non-Discrimination

1. Importance of Non-Discrimination. OEO will insist on full compliance with all applicable non-discrimination policies and conditions. It is prepared to take all appropriate and necessary action to assure compliance, including termination of grants and suits to recover funds previously released.

2. Special Case When Several Institutions are Involved. Two or more institutions which propose to operate UPWARD BOUND programs serving the same general geographic area, and which have different racial, color, ethnic or religious admission practices in their regular operations, will not be funded to serve such an area if OEO believes that the result will be segregation of their respective programs along those lines.

3. Special Non-Discrimination Requirements. Execution of the standard OEO Civil Rights Assurance Form and the Grants Application shall constitute agreement to comply with all conditions relating to non-discrimination contained in the Conditions Governing Community Action Program Grants, as well as the following supplementary requirements applicable to UPWARD BOUND projects. The requirements set forth below shall apply to every grantee and other academic institution or agency involved in UPWARD BOUND regardless of the composition of its regular staff and student body. Applicants and delegate agencies whose regular student bodies or staff are disproportionately drawn from particular racial, color, ethnic, or religious groups will be expected to include in their applications a statement of their specific plans for avoiding this pattern and insuring non-segregation in their UPWARD BOUND projects.

a. Every phase and unit of the project shall be open to all eligible students without regard to race, color, creed, or national origin. Students and staff, both professional and non-professional, must be recruited, selected, and assigned to classes, duties, and living accommodations without regard to race, color, creed, or national origin. There shall be no recruitment, selection, assignment or reassignment of students or staff on any basis or in any manner which results in segregation or discrimination.

b. The areas or groups to be served by the project shall not be selected in such manner as to produce segregation or discrimination.

c. There shall be no discrimination or segregation within the project, its classes, activities, or living accommodations, once students and staff have been selected and assigned. To the extent that living accommodations are not provided on a campus, the location of such living accommodations shall be selected so as to provide a mixture of eligible students.

d. All publicity and recruitment efforts must be designed to reach all eligible groups equally effectively and must make clear that the program will be operated on a completely non-discriminatory and unsegregated basis.

e. Eligibility for the project shall not be based on eligibility to enter or return to a particular secondary school, college, or university in a succeeding school year, if such eligibility will be based on race, color, creed, or national origin, or if initial or presumptive school assignment to a secondary school will be made on such a basis, subject to the right of the child or his parents to request a transfer or reassignment to another school.

f. The terms "discrimination" and "segregation" include all recruitment, selection, assignment, or different or separate treatment by the grantee, any delegate agency, or contractor based on the race, color, creed or national origin of students or of professional or non-professional staff members, and also include any arrangement designed to produce merely "token" integration.

E. Religious Activities. The grantee shall ensure, and shall provide in any contract or other arrangement with a church-related school, schools, or school system, that:

1. None of the grant funds shall be used for the teaching of religion, for religious proselytization, or religious worship.

2. There shall be no religious instruction, proselytization or worship in connection with any program supported in whole or in part by this grant and conducted outside of normal school hours (such as after-school programs, summer-school programs) or conducted for persons who are not participating in the regular curriculum (such as pre-school, adult-education, or a program for dropouts).

3. In any of the programs described in (2) above, admission shall not be based directly or indirectly on religious affiliation or on attendance at a church-related school or other church-related institution. Affirmative steps shall be taken to make known the general availability of such programs in the area served.

4. Participation in programs supported in whole or in part by this grant shall not be used as a means of inducing participation in sectarian or religious activities or of recruitment for sectarian or religious institutions.

5. The textbooks and other materials used in programs supported in whole or in part by this grant shall be devoid of sectarian or religious content.

6. Facilities renovated or rented for programs financed in whole or in part by this grant shall be devoid of sectarian or religious symbols, decoration, or other sectarian identification. Other facilities used primarily for such programs shall, to the maximum feasible extent, be devoid of sectarian or religious symbols, decoration, or other sectarian identification.

7. Grant funds shall not be used in any manner to release funds regularly expended by the school, schools, or school system. For example, grant funds shall not be used to pay in any part costs which would otherwise be incurred by the school, schools, or school system in their regular operation.

The grantee will, before executing a contract with any church-related school, schools, or school system, submit the proposed contract to OEO for approval.

VI. UPWARD BOUND'S RELATIONSHIP TO OTHER PUBLIC AND PRIVATE RESOURCES

OEO wishes its UPWARD BOUND project to be complementary to other programs available from OEO itself as well as those emanating from other government and private sources. Specific attention is drawn to the following:

1. Public Law 89-10, "The Elementary and Secondary Education Act of 1965", which offers assistance to school programs for the education of children of low-income families;

2. Public Law 88,452, "The Economic Opportunity Act of 1964", which establishes the Neighborhood Youth Corps under which UPWARD BOUND high school students, but not high school graduates, should be eligible for paying jobs while in high school. The Job Corps, established under Title I of the Act, should be a

source of recruitment for potential UPWARD BOUND students. In addition, UPWARD BOUND projects should be coordinated with compensatory education projects which may be components of local Community Action Programs;

3. Public Law 89-329, "The Higher Education Act of 1965", which contains Federal scholarships for needy college students which may be conditionally commited to high school students as well as the encouragement of secondary school dropouts to re-enter school. The college Work-Study program, under which needy youngsters accepted in a college can be provided with jobs, is now a part of this Act. It can finance college students who are employed in UPWARD BOUND projects;

4. Numerous other programs designed to respond to the disadvantaged high-school-age student supported by private foundations and other resources.

VII. NATIONAL UPWARD BOUND CHARACTERIZATION

Academic institutions will be asked to cooperate in supplying information to OEO for a national characterization of UPWARD BOUND. This information is essential to OEO for its reports to the Congress and for future development of UPWARD BOUND. Because this characterization will be national and because maximum OEO funds must go to program components of direct benefit to the students, no request for funds for local research, evaluation, or statistical work will be granted. Similarly, requests to use UPWARD BOUND students in teacher training programs will not be granted.

VIII. APPLICATION INFORMATION

A. How to Apply for an UPWARD BOUND Grant

1. Application Forms. Enclosed with this booklet are fifteen copies of the standard UPWARD BOUND application forms. The application forms, together with all required attachments, must be prepared in accordance with the instructions in this part of

the manual. Each application should consist of the following forms:

CAP Form 1	(Summary of Application)
UB Form 4	(Eligibility of Applicant and Program Information)
CAP Form 11	(Civil Rights Assurance Form)
CAP Form 23	(Budget for Component Project)
CAP Form 25	(Budget Summary)
UB Form 1	(Budget Summary)
CAA Checkpoint Form	

2. How to Submit Applications. Applicant should submit proposals as follows:

   a. Twelve (12) copies shall be sent to:

      Educational Projects, Inc.
      1717 Massachusetts Avenue, N. W.
      Washington, D. C. 20036

   b. One (1) information copy shall be sent at the same time to the Governor of the State in which the applicant, whether an educational institution or a CAA, is located. This copy shall be marked courtesy copy for the attention of: Director of State Technical Assistance Agency for the Economic Opportunity Program.

   c. One information copy to the appropriate OEO Regional Office. (See Appendix B.)

3. Application Date for Programs to Begin Summer 1967
   UPWARD BOUND applications for programs beginning in summer 1967 must be postmarked no later than January 3, 1967. Applicants are strongly encouraged to submit proposals prior to this deadline.

   OEO expects to announce UPWARD BOUND grants periodically after January 3, but all grants will be announced no later than March 1, 1967.

4. Review of Applications. Educational Projects, Inc. consultants to OEO for UPWARD BOUND, will convene

Review Panels composed of at least three independent academicians familiar with UPWARD BOUND type programs. These outside consultants will review all UPWARD BOUND proposals, and will submit their comments to OEO for final judgment. EPI's professional views will also be solicited.

5. Assistance in Preparing Applications. If, during the developmental stage of a proposal, an applicant needs consultative advice or assistance, he should discuss this with EPI. To obtain such assistance, write or telephone: Educational Projects, Inc., 1025 Fifteenth Street, N.W., Washington, D.C. 20005, telephone (202) 296-0200. Effective November 15, EPI's new address will be: 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036, telephone (202) 483-2600.

B. How to Prepare the Application

1. General Information

a. Community Action Program Guides. UPWARD BOUND is financed as part of the Community Action Program under Section 205 of Title II-A of the Economic Opportunity Act of 1964, as amended. Therefore, all UPWARD BOUND projects are subject to the requirements of the Community Action Program Guide, Volumes I and II, together with supplemental CA Memoranda, except as noted below. The CAP Guide (Volume I) sets forth instructions for preparing applications on CAP forms -- see especially Part F, pages 35-51. Follow the instructions for the forms required for a regular CAP grant unless there is a different instruction given in these Guidelines. Applicants should also be aware that, with the exceptions noted in these Guidelines, all requirements of the CAP Guide and Memoranda apply to every institution or agency that receives an UPWARD BOUND grant.

b. Procedure with Local Community Action Agency
The following steps must be taken by each applicant with respect to the local CAA's involved: If the applicant is one or more

academic institutions, then for each area from which the institution(s) proposes to draw students, and in which there is an approved Community Action Agency, applicant must submit a "Checkpoint Form" with the application from each such CAA.

To determine whether there is a CAA operating in an area from which it proposes to select students, the academic institution should communicate with the appropriate OEO Regional Office. The areas of coverage of each Regional Office, and the address and telephone number of each, are shown in Appendix B of this Manual.

An application may be submitted by an academic institution <u>without</u> the required Checkpoint Form(s) from the CAA(s) involved, only according to the following schedule:

(1) The applicant must have submitted a written request for the form to the CAA <u>at least 30 days</u> prior to the time it submitted its application to OEO (via EPI). In such case, the applicant shall include with the application package a statement of its action, including evidence of the request to the CAA, noting that the CAA has failed to respond.

(2) OEO will, upon receipt of such an application package, immediately communicate with the CAA's affected to determine their attitude toward the UPWARD BOUND proposal. If any CAA does not respond, OEO will allow the CAA an additional 15 days in which to determine its judgment before OEO decides whether to process the application.

c. <u>Application Forms Must be Answered Completely</u>
Applicants must supply all the necessary information on each of the forms making up the application package. Failure to do so will necessitate

further correspondence with the applicant and a delay in reviewing the proposal.

Explanatory information about each of the forms in the package is given in the Specific Information section which follows immediately. Where a question is not applicable to the individual applicant, it should write N/A in that box or blank.

2. Specific Information. For the most part, the forms are self-explanatory, but in certain instances an explanation will help to pinpoint the specific type of information desired or the correct procedure.

CAP Form 1:

Item 1.1: Any applicant who has not received an UPWARD BOUND grant in the past and any applicant who has not received a grant under the Community Action Program during fiscal year 1967 (July 1, 1966 - June 30, 1967) should place an "x" in the Initial Application box. Other applicants should place an (x) in the box "Addition of Component Projects." Grants awarded for programs in the year 1966-1967 but which were announced by OEO prior to July 1, 1966 are considered as grants for fiscal year 1966.

Item 1.4: List all geographic areas (cities or counties, and states) from which students will be drawn.

Item 1.4.1: If more than one area is listed in Item 1.4, insert "N/A". If only one area is listed in 1.4, complete this item with the information requested on this form.

Item 1.5: The maximum period of grant permissible may be 16 months, that is, from March 1, 1967 through June 30, 1968. No grant will extend beyond the latter date.

Item 1.6: Where the application is the first submitted in Fiscal 1967 to OEO under Section 205, the agency or institution should number it 7-1. Where the applicant has previously submitted other applications in Fiscal 1967, it should use a number one unit higher than that of its last component. (For example, if the last component was numbered 7-3, the UPWARD BOUND component should be numbered 7-4.) The "Brief Descriptive Title" shall be UPWARD BOUND PROJECT in all cases.

Applicant must show the Total Estimated Cost of the whole component as well as the federal share requested and the non-federal share to be contributed by the applicant. The non-federal share must total at least 10% of the total cost of the component, not 10% of the federal share requested. Thus, a program costing $100,000 should show a maximum request for federal funds in the amount of $90,000 and a minimum non-federal contribution of $10,000.

Item 1.7: If the applicant is an academic institution, the application must be signed by the president or chief executive officer of the institution or someone authorized by the institution to commit the applicant by signing in its behalf. The authorized signature must be typed and written and the title of the signer must be put in the appropriate box.

UB Form 4: Applicants should fill out the answers to the questions asked on this form whenever possible. Component number is same as on CAP Form 1.6.

Where more than one educational institution is applying for a grant as a consortium, the institution which is assuming primary responsibility for the administration of the program should answer the question on these forms and attach a separate sheet to describe the other participating institution(s).

Item 4.8.1: If applicant has received an UPWARD BOUND grant at an earlier time, it will be expected

to incorporate into the narrative of its work program statements as to how the proposed work program differs from, and benefits from, the earlier UPWARD BOUND project.

Item 4.8.6: This item should be answered only by those applicants who have not received an UPWARD BOUND grant during fiscal year 1966. If this question does not apply, applicant should so indicate by writing "N/A" at the end of the statement on this form.

Item 4.10: Applicants who received an UPWARD BOUND grant in fiscal year 1966 must fill in both columns in this item. All other applicants should write "N/A" on the first line under the heading 1966-1967 ACTUAL.

On Line 8, applicants should respond as follows if they have or intend to have more than one grade level of students: 50-10th; 50-11th, using the boxes on the lines provided, or the space at the bottom of the page or attaching another sheet.

The number of students in the program requested on Lines 10 and 11 refers to the total number of students in the UPWARD BOUND program, whether or not funded by OEO.

If applicant is requesting funds for consultants or is paying for consultants as part of its non-federal share it must supply the information requested at the bottom of the page.

Item 4.11: Applicants who received an UPWARD BOUND grant in fiscal year 1966 must fill in both columns in this item. All other applicants should write "N/A" on the first line under the heading 1966-1967 ACTUAL. The categories "Race" and "Ethnic Origin" represent two different ways of analyzing the same

group of people. The entire Student Body, Staff and Public Advisory Committee should be analyzed both ways.

Item 4.12 -- Work Program: The applicant will attach a description of the work program for this UPWARD BOUND project following the requirements contained in the CAP Guide and the 1967 UPWARD BOUND Guidelines. In preparing this statement the institution should discuss the educational goals; the non-academic goals; the teaching atmosphere and materials; the cultural, vocational, and residential programs; the kinds of field trips; the counseling program; relationships with the secondary schools in both the summer and academic year; and other aspects of the institution's plans to allow a full review by OEO of the project application. Justification may include a proposed daily schedule showing the institution's plans for the entire educational effort. Applicant must include information on the composition and roles of both the Public Advisory Committee and the Academic Policy Committee.

In particular, the institution should set out in enough detail to provide adequate review both 1) the academic year aspect of the program and 2) the residential summer component. It is in these two sections that the institution's specific role in UPWARD BOUND will be most clearly stated.

The narrative description should be confined to 15-20 pages and should follow the format below:

3. Work Program

   a. General Information

      (1) The specific objectives of the project, including grade level of the students to be served.

      (2) Qualifications of the academic institution(s) involved to accomplish the objectives of the work program, including the proposed composition

of the UPWARD BOUND Academic Policy Group at the academic institution(s).

(3) The areas from which the students will be selected, and how these areas were determined. Do all areas fall within the 50-mile limit?

(4) The methods of student recruitment to be used.

(5) The intentions of the academic institution(s) with respect to the students after the grant period.

(6) The academic institution's plans for the UPWARD BOUND students, upon their completion of high school, with respect to assistance in effecting placement in post-secondary education as well as the institution's plans for continued cooperation with the CAA's, public schools, and other agencies.

b. Staffing Information. Applicant should indicate the staffing pattern, the qualifications, specific duties and responsibilities of the Project Director and other members of the staff.

The staff should be headed by an active Project Director and may include a few or many of the different types of professionals and non-professionals described below.

(1) Project Director. The applicant must submit with his proposal a biographical resume of the proposed Project Director, setting forth, but not necessarily limited to, the following items:

(a) Age, place and date of birth;

(b) Date of high school graduation and high school attended;

(c) Post-secondary education, degrees obtained, date(s) of graduation, and major field(s);

(d) Teaching experience, including the location and type(s) of schools;

(e) Experience, if any, working with disadvantaged individuals or groups;

(f) 1. Present position and employing institution;

2. Committed 1967-68 salary; and

3. The number of months of employment upon which such salary is based.

In the event that a Project Director has not been designated at the time of the submission of this application, the biographical information is to be submitted for OEO review as soon as the Project Director has been proposed.

Any change of Project Director shall be shared with and acknowledged, in writing by OEO. At the time the change is proposed to OEO, all the biographical information requested above is to be submitted to OEO.

(2) Teaching Staff. The UPWARD BOUND teaching staff should be so constituted that at least one-third of its members are drawn from the teaching staff of the sponsoring institution and at least one third from secondary schools. In the case of private secondary school applicants, at least one-third of their teaching staff must be drawn from their institution, and at least one-third from other secondary schools. All secondary school applicants are encouraged to obtain UPWARD BOUND teaching staff who are regular members of a college or university staff.

(3) Student Assistants or Tutors. (See earlier commentary)

(4) Supporting Staff. In addition to the teaching staff, applicant institutions may employ individuals to provide systematic counseling during the course of the program to the UPWARD BOUND students where deemed necessary or desirable; specialists in certain disciplines to provide opportunities for development in the arts, music, drama, and the like; individuals experienced in running recreational programs; and other individuals who because of experience or interest can make a significant contribution to the UPWARD BOUND students. Where these individuals are employed as a regular part of the program (even though it may only be for a few hours each week) they should be listed under the personnel part of the budget and not as consultants.

Also, an applicant may make provision both during the summer and academic year parts of the program for secretarial assistance; however, such provisions must be reasonable. The size of the supporting staff and the amount of time each would spend on the UPWARD BOUND program must be commensurate with the size and duration of the program and the number of professional staff.

c. Summer Portion of Program. For the summer portion of the program (usually seven or eight weeks), describe:

(1) The course plan, both academic and non-academic, including a proposed schedule of classes and activities.

(2) The physical and residential facilities that will be available to the students.

d. Academic Year Portion of Program. For the academic year portion of the program (usually from about September 1 to about June 1) describe:

(1) The follow-up plan, including a detailed description of both academic and non-academic activities.

(2) The ways in which the program will operate in conjunction with the secondary school(s) which the students will attend and the additional facilities, if any, which will be utilized.

(3) The ways in which the Project Director and his staff will counsel the students on use of time between the summer phase and the opening of school, the relationships to the school after the school opens, and the ways to be in touch with the project staff at all times when the student needs assistance.

e. Other Aspects. Include any additional material necessary to describe the proposed project, with emphasis on the nature and value of any innovational features.

Item 4.15: The information requested here should correspond exactly with that on CAP Form 1, Item 1.5.

Item 4.16: The application form must be signed in writing by an attorney licensed to practice law in the jurisdiction where the applicant is located. His signature should also be typed in. No exceptions from this requirement will be made. Where applicant must obtain the signature from a state official, it should allow sufficient time prior to the January 3, 1967 deadline for obtaining that signature.

CAP Form 23, UB Form No. 1. Detailed instructions on filling out this form are given in the next

section of this manual. Included therein is a table of allowable costs, together with further explanations where necessary.

CAP Form 25. An applicant who has not received an UPWARD BOUND grant during fiscal year 1966 should fill out only Column C on this form. All other applicants should fill out Columns A, B, and C, indicating the total amount of each category, including supplementary grants, if any, in the total.

C. Budget Information

Composition of Total Costs. The total cost of an UPWARD BOUND grant agreement is comprised of the allowable direct costs plus allowable indirect costs as limited by the provisions set forth in section (11) page 43 of this document.

The grantee must contribute at least 10% of the total cost of the program; OEO will fund the balance to a maximum of 90% of the total cost.

The grantee's non-federal contribution must be specified in detail and can be any approved program cost, either direct or indirect.

Instructions, CAP Forms 23 and 25 and UB Form 1. The following material will give an applicant both general and particular information on how to complete the CAP Forms 23 and 25 and the supplemental UB Form No. 1 Budget Summary.

Also included is an Index of Allowable Costs with its supplementary explanations to assist the applicant in completing these forms.

An applicant is allowed to incur costs from the "Effective Date of Grant." Thus reasonable post-award, pre-program costs may be included as items for which reimbursement is requested. Such items might include recruitment costs to enroll students and faculty for the UPWARD BOUND program. An applicant, however, will not be allowed to

recover any costs prior to the "Effective Date of Grant" except for costs of participation of Advisory Committee members from poverty circumstances. Thus, a request for costs to cover the preparation of this grant application cannot be allowed except as noted above.

Applicants are advised that all the necessary information requested on these forms must be completed when the application is submitted. Failure to do so will delay the immediate processing of the application. Applicant may attach additional sheets if more space is needed, but each additional sheet should be identified in the same manner as the budget category item of which it is a continuation.

Evidence during 1966 indicated that the average Federal Cost per student varied with the regions in the nation. OEO expects that budgets will be appropriate to local costs.

The following discussion of each of the cost categories is in the same order as the categories appear on the CAP and EPI forms.

1. Personnel. Applicant should list all personnel who will be directly employed in the UPWARD BOUND program, and should set forth all the information requested on CAP Form 23, Section B-1.1. The position and title of each category of personnel should be indicated, using separate lines for those members of the faculty drawn from colleges and high schools.

   Salaries paid to the professional staff should be consonant with the salaries each will be receiving during the 1967-68 academic year. Thus high school personnel should be compensated at a rate consonant with their earnings in the school system; they should not be compensated at the university scale merely because it is higher. Applicants may make exception to this principle in the case of the Project Director and Assistant Director who may be paid at a rate consonant with academic year pay plus 20%.

In each category, the applicant should show the salary for the UPWARD BOUND position described, and should indicate whether such figure is based on a 12-month, a 10-month or other base. If summer salary rates are normally determined in a different manner from those of the academic year, then UPWARD BOUND salaries should be determined on such basis, and this basis indicated.

In the event a faculty member of the sponsoring institution devotes only part of his regularly scheduled summer teaching duties to the UPWARD BOUND project, then the amount of his time and the cost to UPWARD BOUND should be pro-rated for the purpose of payment. In such instances, the sponsoring institution should indicate what its normal summer teaching load is.

Requests for reimbursement for time spent by the project director and staff participating in orientation sessions immediately prior to the beginning of the program may be included.

Where proposed salary rates for the Project Director or the other staff are in excess of the allowable rates described in these Guidelines, OEO will require supporting data to accompany each such request.

All persons employed on the UPWARD BOUND program must be paid no less than $1.25 per hour or the federal legal minimum wage, whichever is higher, except in Puerto Rico and territories and possessions of the U. S. that have been exempted from this requirement.

Research Staff. No amount of money will be allowed by OEO for the payment of any research component for any UPWARD BOUND program. Also, a sponsoring institution may not include a research component as making up part of its non-federal contribution.

Volunteer Services. Applicant may include as a program cost the value of the services of volunteers,

within the limitations established by CAP Memo 14, attached as Appendix C. The value of such services may only be used as a portion of the non-federal contribution if they are included in the approved budget. Any volunteered services contributed as a portion of the non-federal share must be included in the total program cost.

Student Assistance. The Office of Economic Opportunity will allow as a program cost the 10% which the applicant must supply to meet the requirements of the work study provisions of the Higher Education Act if the students paid under that program are employed in the UPWARD BOUND project.

Fringe Benefits. Where some UPWARD BOUND staff are receiving benefits different from others, the varying amounts should be indicated, rather than averaging the amount of fringe benefits and applying it to all positions. The reasons for such variations should be explained.

2. Consultants and Other Contract Services. While consultant services are an allowable cost for an UPWARD BOUND program, applicant institutions should be reasonable in their use of outside consultants to work on the program.

   Applicants should set out the need for consultants and give the basis of their salary or fee. In general, fees should be substantially below the U. S. Government maximum of $100/day and consistent with the applicant's general policy.

   Contract services generally refer to those services for which the sponsoring institution will have to contract with outside third parties. However, contract services for food, lodging, medical services or insurance should be listed in "Other Costs."

3. Travel. All travel costs of whatever nature should be included in this category. The following are examples of allowable travel costs and of limitations

thereof:

a. Transportation costs for students to and from their residence(s) and the institution(s) for both the summer and academic year programs; the costs should be limited to what is normal and reasonable.

b. Transportation costs for students and accompanying staff to and from cultural events and field trips.

c. Transportation costs for Project Director and other staff members for recruiting UPWARD BOUND students and staff, for instructing or visiting UPWARD BOUND students during the academic year; also for occasional visits, where desirable, to see the families and schools of the UPWARD BOUND students during the academic year. Such costs are subject to the following limitations:

(1) Transportation costs by public carrier are reimbursed only for actual travel costs by the least expensive means of transportation consonant with accomplishing purposes of the trip.

(2) Charges for use of traveler's automobile are not to exceed $.12 per mile or the institution's mileage allowance, whichever is lower.

(3) A per diem allowance not to exceed $16 per day or the institution's regular per diem rate, whichever is lower, for the amount(s) of time in actual travel status. This allowance replaces specific payments for room, board, laundry, entertainment, and all other costs to the traveler except for actual costs of necessary telephone toll calls.

d. Transportation and per diem costs for faculty and staff to attend meetings required by OEO-

UPWARD BOUND, meetings specifically connected with matters closely connected with UPWARD BOUND problems, or visits to near-by UPWARD BOUND projects. Travel expenses here are subject to the same limitations as in "c" above.

e. Transportation costs for consultants to a program are allowable. Travel expenses here are subject to the same limitations as in "c" above.

f. Transportation and other costs for members of the Public Advisory Committee who are from poverty circumstances are allowable. Travel expenses here are subject to the same limitations as in "c" above. Other expenses may be allowed in accordance with CAP Memo No. 29, attached as Appendix D.

g. Transportation costs for formal visits to the campus of the sponsoring institution for the parents or other responsible adults of UPWARD BOUND students during the UPWARD BOUND program, and overnight accommodation costs where necessary because of the distance involved. "c" above applies.

4. Space. Only charges for space (e.g., a community swimming pool or office space off-campus during the academic year) to be paid to a third party should be included. The cost should be justified both as to reasonableness and as to necessity in unusual situations where campus facilities cannot suffice. Student housing, off campus, where proposed, is listed as an "Other Cost."

5. Consumable Supplies. This category includes items such as books, teaching materials, and supplies for students. In addition, cost of certain office supplies will be allowed at a stated rate. Any item included in this section of the budget should be one whose expected use or service will be accomplished during the course of the program.

Board for students and staff, if included, during the summer, and meals during the academic year, should not be included herein but should be set out separately in Item B-7.0, Other Costs, on CAP Form 23.

As different programs will have varying needs, the Guidelines do not set out specific items to be included or excluded in an individual program. However, an applicant should indicate in the narrative of his program the educational materials which will furnish the academic base for its program. In describing these in the budget, applicant should indicate the amounts to be spent for category items like books, teaching supplies, etc. Line items for office supplies and students' supplies must be set out separately.

The applicant should choose, whenever reasonable, to use paperback books and materials rather than hardback books in order to keep costs down.

Specific limitations on allowability of consumable supplies are as follows:

> Cost for office supplies will be reimbursed at a rate not to exceed $100/professional staff member prorated for the portion(s) of time when the staff member is working on the UPWARD BOUND project.

6. Rental, Lease or Purchase of Equipment. This category should include only costs for items, such as audiovisual equipment, furniture, office equipment or machinery, actually paid to a third party. The purchase of any piece of equipment costing more than $500 must have the prior written consent of OEO. Such costs will be allowed only where it is clearly shown that facilities already owned by the applicant cannot suffice.

   Wherever possible, applicant should try to make use of the services and facilities offered by the General

Services Administration (GSA). Following the award of an UPWARD BOUND grant, the grantee will be informed of a nearby GSA facility through which it can obtain many of the items in this category, sometimes free of charge.

In requesting the purchase of equipment for use for this grant, applicant is expected to conform its price request to the standard GSA prices. Many retail or wholesale stores will match GSA prices on equipment, so that applicant will be expected to justify deviation from these price patterns.

7. Other Costs. The applicant should list those costs which do not properly fit into any of the previous six categories, and should also set out the allowance for its indirect costs, in accordance with the following instructions:

   a. Among other items which might properly be included in the Other Costs category are students' room and board for the summer portion of the program, costs for students' meals during the academic year, stipends to be paid to the students, costs of medical and dental examinations and medical follow-up. Specific items on which limitations have been placed include:

      (1) Board, Staff. Only the cost of those meals which the staff eat with the UPWARD BOUND students as part of the applicant's program can be reimbursed.

      (2) Clothing. An allowance for the purchase of clothes for the UPWARD BOUND students may be permitted where needed.

      (3) Contingency Allowance. A contingency allowance of $5 per student per year is allowable as a cost.

(4) Entertainment. Costs incurred for group social activities that benefit UPWARD BOUND participants under the grant are allowable, where such services are ordinary and necessary expenses for the social and cultural development of the beneficiaries of the program. All other entertainment costs are unallowable.

(5) Laundry. Reasonable costs for UPWARD BOUND students' laundry will be allowable.

(6) Linen. If costs of linen, towels, etc. are not included in the normal charge for room, applicants may include a request for these costs provided that the costs to be incurred are kept to a minimum. Thus rental of sheets, etc., is to be preferred to outright purchase, if any saving is to be realized thereby. Costs of contracts with laundries or linen supply companies should be listed in Section B-2.2 of CAP Form 23, Contract Services.

(7) Medical Costs. For new applicants and those applicants who have received an UPWARD BOUND grant for 1966-67, if additional students are being added to the program for 1967-68, costs for corrective medical and dental treatment are expected to reach no higher than 5% of the total cost of the program. For those applicants who have received UPWARD BOUND grants for 1966-67 and are not adding any substantial number of students to a continuing program for 1967-68, only reasonable costs for examinations and continuing treatment will be allowable.

(8) Medical Insurance. Reasonable costs for medical insurance are allowable.

(9) Student Activities Fees. Generally student activities fees are allowable costs only if the UPWARD BOUND students are given the same opportunities to take advantage of all

the college facilities that are accorded regular students. However, a student activity fee for the academic year that is not pro-rated to the amount of time the average UPWARD BOUND student can reasonably be expected to be able to take advantage of the campus opportunities will not be allowed.

(10) Stipends. Applicants may give to UPWARD BOUND students stipends not to exceed $10 per week during the summer, and $5 per week during the academic year part of the program. Stipends are designed to replace, in a minimal way, the money a student may have earned were he not in an UPWARD BOUND program, both in the summer and academic year.

(11) Indirect Costs. Actual indirect costs are allowable in accordance with the principles established in Bureau of the Budget Circular A-21. Applicant should substantiate his indirect cost rate by indicating the date of the most recent audit establishing the rate, and the agency performing such audit. If no indirect cost rate has been established by audit, then an allowance of 15% of total direct costs will be established as the rate to be used. The sum thus provided will be in lieu of all costs generally included in an "indirect cost pool" (e.g., space, maintenance, equipment, general administration, etc.). All rates used are subject to a final audit.

(12) Charging for the Same Item Two Times
Special effort should be made to see that the government is not charged twice for the same cost. For instance, some universities include the cost of office furniture, secretarial help, telephone charges, and employee fringe benefits in indirect costs. These

and comparable items should not appear as direct costs where they are included in an indirect cost pool. Because institutions should be able to demonstrate that the government is not charged twice for the same item, project directors should be familiar with the composition of the institution's indirect cost pool.

(13) Allowable Costs. Except as modified in these guidelines, the allowability of any costs will be governed by Bureau of the Budget Circular A-21.

b. The dollar figure and percentage requested for indirect costs should appear on line 8 of UB Form No. 1. This figure will not appear as a separate figure on CAP 25. To summarize, the indirect cost figure is determined in either of the following ways:

(1) By using the latest audited indirect cost rate of the sponsoring institution.

(2) In lieu of an audited rate, applicant is limited to an indirect cost figure of 15% of actual direct costs of the program. This direct cost figure is the sub-total found on the line after line 7 on UB Form No. 1. This figure will not appear on the CAP Form 25.

Applicant should total the amounts described in this section 7, (Other direct costs and indirect costs), and should place their total in the appropriate box in item B-7.0 on the CAP 23 and the appropriate line 7 in Column C on the CAP Form 25. The line titled Total Cost of Component on the CAP 25 and the box titled Estimated Total Costs, and Estimated Project Cost on the UB Form No. 1 should be identical.

APPENDIX A

ALLOWABLE COSTS

The following is a list of representative costs which are allowable to the extent noted as set forth in the Guidelines. In many cases reference to the Guidelines will be necessary to understand the extent of and limitation to the allowability of costs:

Accident insurance, student

Advertising, only (1) to recruit UPWARD BOUND students and staff, and (2) to dispose of surplus property at the end of the agreement.

Athletic equipment, only where reasonable and specific equipment is not available.

Benefits, personnel, professional or non-professional staff - to the extent other personnel receive such benefits.

Board, staff, only for those staff actually participating in the program, and for such meals as staff actually takes with the students.

Board, student

Books, student

Buses, rental (student transportation)

Camp, only for student participation as important constituent of a specific program.

Civil Defense costs (except for capital equipment), when incurred at the suggestion or recruitment of Civil Defense authorities.

Clothing allowance, may be permitted in specific instances of demonstrated need.

Communications

Compensation (remuneration paid or accrued during grant period) includes wages, salaries, staff benefits, pension plans.

Consultants, only to the extent services are reasonable for program. Part-time faculty should not be described as consultants.

Consumable supplies, except as noted:

(a) Office supplies not to exceed $100/year per professional staff member, pro-rated.

(b) Food should be listed in "Other Costs" category.

Contingency fund, not in excess of $5/student in program.

Cultural events

Dental examinations

Depreciation

Dry cleaning

Employee benefits

Entertainment, costs only where they are ordinary and necessary for the social and cultural development of UPWARD BOUND students.

Equipment and other facilities, only when approved by sponsoring agency or in the grant agreement.

Fees for college applications, only when college refused to waive such fees in writing.

Fees for college entrance examinations

Field trips

Film projector, only when reasonable need can be demonstrated.

Film rental

Gym clothing

Health (see medical and dental)

Insurance, except on Government property (unless OEO has so approved) and except on lives of officers or trustees unless part of employee plan which is not too restrictive.

Labor relations, including labor management, committees, employee publications, etc.

Lecturers

Library supplies, as direct costs, only books, magazines or newspapers for student use.

Lunches, during academic year.

Magazines, only for student use.

Maintenance and repair, only as part of indirect costs.

Medical costs, general

Medical costs, specific

Medical insurance

Mimeographing service, except that mimeographing equipment cannot be purchased unless it is demonstrated that purchasing is less expensive than renting.

Musical instruments, rental only.

Office furniture, rental, unless it is demonstrated that purchasing is less expensive than renting.

Office space (off campus)

Office space (on campus), any in-kind amounts cannot be included in base of direct costs.

Office supplies, at a pro-rated maximum rate of $100/year per professional staff member.

Orientation expenses

Pension plan costs for UPWARD BOUND staff

Periodicals, only for student use.

Plant security, as necessary to comply with Government regulations.

Personnel - salaries as direct costs of:

Project Director
Assistant Project Director
Secretary
University Instructors
High School Instructors
Counselors
Tutors
Non-Professional Aides
Nurse

Personnel - salaries as part of base for indirect cost of:

Librarian
Deans
Business Manager
Bookkeeper
Cook
Kitchen Help
Groundsmen
Telephone Operator
Maintenance Men
Watchmen

Postage

Professional activities, only to the extent that they have direct relationship to UPWARD BOUND program.

Professional services

Psychiatric or Psychological diagnosis and short-term treatment, but not extended treatment.

Reading courses (programmed)

Rearrangement of buildings, only when necessity is demonstrated.

Records (purchase)

Recruitment costs (note Guideline limitations)

Repairs, only where reasonable and necessary

Remedial aids

Rooms, staff, only for those staff fully participating in program.

Rooms, student

Safeguarding monies

School supplies

Security of facilities

Severence pay

Slides

Slide projector (rental), purchase only when cost is less than rental.

Social psychologist, except in a research capacity.

Social workers

Sound movies (rental), purchase only when cost is less than rental.

Space costs, except that in-kind space contributions cannot be considered as part of base for direct costs.

Specialized services (electronic)

Specialists in arts, sciences, reading, etc.

Staff benefits

Stipends, not to exceed $10/student/week during summer, and $5/student/week during academic year.

Student Activities fees, only if UPWARD BOUND can participate and only if reasonable for use which UPWARD BOUND students can make of them.

Student services (as part of indirect costs), including costs of Dean of Students, registrars, administrator of student affairs, health, etc., as made available to UPWARD BOUND students.

Subscriptions, for items only for student use.

Taxes, including payments in lieu of taxes, except when exemption was available and not used, and except for special assessments on land representing capital improvements.

Teaching materials

Termination Costs

Testing cost - ACT, PSAT, or SAT

Telephone Costs

Transportation, incoming

Transportation, outgoing, when reimbursable under terms of grant.

Travel, consultant

Travel, lecturers

Travel, recreational, for students and staff which actually accompanies students.

Travel, staff

Travel, students

Use allowance (see Guidelines for maximum percentages allowed) - should be part of indirect cost base, not allowed when depreciation is used on single class of fixed assets.

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APPENDIX B

OEO REGIONAL OFFICES

REGION	OEO REGIONAL DIRECTOR ADDRESS AND PHONE NUMBER
New York City, New York Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands	OEO REGION I (Northeast) Director: Robert Mangum 40 East 41st Street New York, New York 10017 Phone: (212) 573-6412
Washington, D. C. Delaware, D. C., Kentucky, Maryland, North Carolina, Pennsylvania, Virginia, West Virginia	OEO REGION II (Mid-Atlantic) Acting Director: Lawrence Williams 1730 K Street, N.W. Washington, D.C. 20506 Phone: (202) 382-6383
Atlanta, Georgia Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee	OEO REGION III (Southeast) Director: Frank K. Sloan 101 Marietta Street Atlanta, Georgia 30303 Phone: (404) 526-6901
Chicago, Illinois Illinois, Indiana, Michigan, Ohio, Minnesota, Wisconsin	OEO REGION IV (Great Lakes) Director: Theodore Jones 623 South Wabash Avenue Chicago, Illinois 60605 Phone: (312) 828-5787
Austin, Texas Arkansas, Louisiana, New Mexico, Oklahoma, Texas	OEO REGION V (Southwest) Director: William H. Crook 314 West 11th Street Austin, Texas 78701 Phone: (512) 470-6411 Ext 6381
Kansas City, Missouri Colorado, Idaho, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming	OEO REGION VI (North Central) Acting Director: Don V. Thomason 215 West Pershing Road Kansas City, Missouri 64104 Phone: (816) GR 4-7000 Ext. 2473
San Francisco, California Alaska, Arizona, California, Guam, Hawaii, Nevada, Oregon, Washington	OEO REGION VII (Western) Director: Daniel M. Luevano 100 McAllister Street San Francisco, California Phone: (415) 556-7716

APPENDIX C

COMMUNITY ACTION Memo

Published as a supplement to the COMMUNITY ACTION PROGRAM GUIDE by the Office of Economic Opportunity

COMMUNITY ACTION PROGRAM

OFFICE OF ECONOMIC OPPORTUNITY

EXECUTIVE OFFICE OF THE PRESIDENT
WASHINGTON, D.C. 20506

MEMORANDUM NO. 14

DATE: January 5, 1966

SUBJECT: Modification of Rules Governing the Valuation of Volunteered Personal Services for Purposes of Computing the Non-Federal Share.

Purpose of this Memorandum

This memorandum amends the provisions contained in the Community Action Program Guide (Volume I, PART A, Section 4, pages 8-9) for valuing volunteered services as an in-kind contribution to the non-Federal share of a community action program under Sections 204 and 205 of the Economic Opportunity Act of 1964, as amended. The amendment is effective immediately.

CAA's and other grantees who wish to take advantage of the amendment with regard to previously approved programs should communicate with the appropriate Regional Office to obtain approval of a revision in in-kind contributions involving volunteered services.

Valuation of Volunteered Services

1. The previous rule that volunteer services may be counted only if the volunteer works 20 hours per week or more is hereby abolished. Volunteered services may be counted without regard to the time worked by any particular volunteer. However, contributions of volunteered services will not be accepted unless the services are an integral and sensible part of the program being assisted by OEO. Applicants must demonstrate that the services volunteered will make a meaningful and desirable contribution to the community action program. Activities which involve short periods of time volunteered by large numbers of people will not normally meet this standard. Also, volunteers should not be used where it would be more effective to have work performed by paid, full-time professionals or non-professionals.

2. The services of members of the following professions, when serving in their professional capacity, may be valued at the rates indicated:

Profession	Hourly Rate
Physicians	$ 11.00
Dentists	9.00
Lawyers	8.00
Accountants	5.00
Teachers (elementary school)	2.50
Teachers (secondary school)	3.00

Rates for valuing the services of other skilled workers, whether or not "professionals," will be established by OEO upon request.

3. Services contributed will be valued at these rates only if the volunteer is contributing services in the trade or profession in which he is professionally qualified.

4. In all other cases, volunteered services will be valued at $1.50 per hour, or $3,000 per year, as previously. This includes services of unskilled people, as well as the services of skilled people when they volunteer to work outside of their trade or profession.

5. Services which are purchased at a rate below that shown in item 2 (above) may not be counted for purposes of a contribution to the non-Federal share as if they were partially contributed. For example, if a physician is paid $8.00 an hour out of the Federal share for services rendered, the remaining $3.00 may not be treated as in-kind contribution. The entire transaction with the physician must be classified as either paid or volunteered.

Basis for the Valuation of Services

The valuation rates indicated above represent what OEO believes to be an equitable and standardized approach to the difficult problem of valuing the time of volunteers. The rates are based on the median annual earnings for each of the occupations shown, as reported by the U.S. Department of Labor in the Monthly Labor Review for March 1965. They assume a work-year of 2,000 hours. In the case of physicians, dentists, lawyers and accountants, the hourly rate computed on this basis has been increased by 50 percent in order to arrive at a conservative estimate of overhead.

Valuation of Self-Employed Persons and Employees

There is no change in the method of valuation of personal services contributed by an employer. For example, physician employed by a municipal health department, whose time is contributed by that department, must be valued at his actual wage rate rather than at $11.00 per hour.

People who are self-employed, or are partners in firms, are always

treated as volunteers when their services are contributed. People who are employees, on the other hand, may in some cases have their time contributed by their employers, and may in others contribute their own time on a volunteer basis. Time is treated as contributed by the employer if the employer agrees to give up time to which he would otherwise be entitled. A law firm, for example, may assign to an associate the task of drawing up a document for a Community Action Agency; in that case, the partners have contributed time which the associate owes to them, and his time should be charged at his wage rate. On the other hand, the same associate may agree to work one evening a week at a neighborhood legal center; in such a case, he is a volunteer.

Treatment of "Overhead"

Because of the overhead element included in the rates for physicians, dentists, lawyers, and accountants, OEO will not accept as contributed services any costs which would normally be included in overhead related to the volunteered service. If physician contributes his own time, for example, he may not also contribute the time of his nurse. The hourly rate for physicians is designed to include that item.

Maintenance of Effort

The "increase in non-Federal contribution requirement (see CAP Guide, PART A, Section 5, page 9) must also be satisfied with regard to any contribution of volunteered services. Any services contributed must be in addition to services of similar types that were volunteered before the inauguration of the community action program.

Special Requirements: Volunteered Services

In all cases in which volunteered services are accepted as local share, the following conditions and requirements must be observed by the grantee during the execution of any component project involving such services:

1. The amount of non-Federal share which will be credited on the basis of volunteered services shall not exceed the amount shown in the CAP application, as modified by the approved budget (CAP Form 25) for the component project.

2. All volunteered services claimed as non-Federal share must be substantiated by time cards or time records which have been signed by the volunteer and also by supervisory employee (as required for all employees; see CAP Guide, Volume II, PART I, Section 2d.) Such records must show the actual hours worked and the specific duties performed, and must also indicate the nature of the volunteer's regular employment, if any.

3. In computing the value of volunteered services for purposes of satisfying the non-Federal share requirement, the hourly rates set forth earlier in this Memo must be followed.

   Services in other trades and professions shall be valued at rates established by OEO and noted in the approved budget. The rates indicated will apply to services in the trade or profession in which the volunteer is currently gainfully employed.

4. The volunteered services of unskilled people, as well as those of skilled people when they do not meet the above standards, shall be valued at a rate of $1.50 per hour.

5. Since the hourly rates for physicians, dentists, lawyers, and accountants include an element for overhead, overhead items will not be separately credited.

6. Services may not be treated as partially volunteered. No services for which a person is compensated, even though the compensation may be low, shall be treated as volunteered.

W. P. Kelly
Acting Director
Community Action Program

APPENDIX D

Published as a supplement to the COMMUNITY ACTION PROGRAM GUIDE by the Office of Economic Opportunity

COMMUNITY ACTION Memo

COMMUNITY ACTION PROGRAM • OFFICE OF ECONOMIC OPPORTUNITY

EXECUTIVE OFFICE OF THE PRESIDENT
WASHINGTON, D.C. 20506

MEMORANDUM NO. 29

DATE: April 20, 1966

SUBJECT: Policy governing expense reimbursement for members of policy-making bodies

Purpose of this Memorandum

This memorandum states OEO policy on reimbursement for expenses incurred by members of policy-making bodies of agencies financed with Federal aid under Titles II-A and III-B of the Economic Opportunity Act. Its purpose is to insure that no person is barred from membership or suffers financial hardship because of costs incurred in participation in the policy-making processes of a community action program.

Who May Be Reimbursed?

Members of the following bodies who have difficulty meeting expenses arising from their official duties and responsibilties in a community action program may receive reimbursements under this policy:

1. The governing body of a community action agency (CAA) or other grantee;

2. The policy advisory committee of a CAA if this committee is the body on which OEO representation requirements are met (see CAP GUIDE, Volume I, PART I. B.6);

3. A neighborhood council which performs major policy-making functions for one of the target areas of a community action program;

4. The governing body of any delegate agency which meets both of the following requirements:

   a. The delegate agency's activities are solely or principally concerned with the community action program; and

   b. The governing body includes members who are residents of the areas or groups served.

What Expenses May Be Reimbursed?

The following list of expenses may be reimbursed:

1. Travel.

   a. Reimbursement may be made for transportation to and from official meetings or other official appointments by the least expensive, convenient means of transportation. This shall be by public transportation, or, when no public transportation is available, by taxi, or by private automobile travel at a rate of not more than 10¢ a mile. Women traveling alone to meetings at night may be reimbursed for taxi fare even when convenient public transportation is available.

   b. Reimbursement may be made for travel costs to conferences and appointments which are held at a substantial distance from the individual's home community provided that the member is sent as an official representative of the agency by specific authorization of its governing body. Such payments shall accord with the Standard Government Travel Regulations and with the instructions set forth in PART I.2.c of the CAP GUIDE, Volume II, p. 17-18.

2. Per Diem.

   A per diem allowance may be paid when an official meeting or appointment requires overnight lodging. Such payments shall accord with the Standard Government Travel Regulations and with the instructions set forth in PART I.2.c of CAP GUIDE, Volume II, p.17-18.

3. Meals.

   Reimbursement for the actual cost of meals may be paid when the time of an official meeting or other official appointment is such as to require attendance during a meal hour and when the meal is not otherwise provided or the individual is not receiving a per diem allowance. Such reimbursement shall be for the actual cost of the meal but may not exceed $1.50 per person for lunch and $3.00 per person for dinner. Individuals requesting reimbursement for meals shall submit appropriate documentation which shall be retained in the records of the grantee agency.

Policy Regarding Other Expenses

Other expenses which may cause some members difficulty are the costs of obtaining a substitute caretaker to take charge of children and disabled members of the family in order to free the individual to attend meetings, and the cost of telephone service for calls made as part of the member's official responsibilities.

Individuals may not be directly reimbursed out of program funds for these expenses. The grantee agency should try wherever possible to arrange for volunteers to perform necessary caretaking services. The grantee may make available to members the use of telephones in the offices of the agency; it may not reimburse individuals for the cost of using their home phones.

Stipends Prohibited

No stipend shall be paid from OEO funds or from funds provided as part of the non-Federal share to any individual as compensation for service on a major policy-making body.

Accounting for Funds

Payments made under the policy set forth in this memorandum are subject to audit and to action by the Federal government in the event of abuse. Individuals requesting reimbursement should submit appropriate documentation of expenses incurred, which shall be made a part of the accounting records of the grantee agency.

Applying for Funds

Funds to pay reimbursements to members of eligible bodies may be requested as part of any community action program application. Pending application for funds specifically for this purpose, a grantee may transfer funds from other budget categories or components within the limits prescribed by PART I.3 of the CAP GUIDE, Volume II. When the sum needed exceeds the permissible transfer limits, the written permission of the appropriate OEO Regional Office is needed before such a transfer may be made.

Effective Date

The effective date of this memorandum, after which reimbursements may be made to members of policy-making bodies, is the date stated in its heading.

Theodore M. Berry
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Community Action Program

GSA DC 66-17222

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